

PROTECH MYPAY PORTAL

Important Points

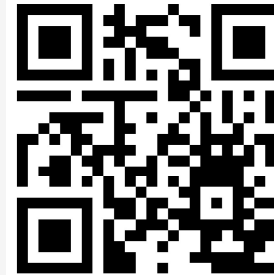
- Look out for emails outlining specific actions for you.
- All pay related information will be handled in the MyPay portal
- You will need to register in MyPay on launch day to check your TFN, bank and super details.
- There will be a new pay advice layout
- Banked time will be transferred to the new portal AFTER you have been closed out of the old system.
- Timesheets
 - Online Timesheets will be completed in the MyPay portal
 - Paper Timesheets will need to be sent to the MyPay email
 - Company Timesheets will have no change to current process

THE MOST IMPORTANT THING IS THAT YOU MUST REGISTER IN THE PORTAL AND CHECK YOUR BANK DETAILS AS SOON AS YOU RECEIVE THE REGISTRATION INVITATION EMAIL. THIS WILL ENSURE YOUR PAY CONTINUES WITHOUT ISSUE. IF YOU DON'T GET A REGISTRATION INVITATION EMAIL, PLEASE CONTACT THE PROTECH MYPAY TEAM ASAP.

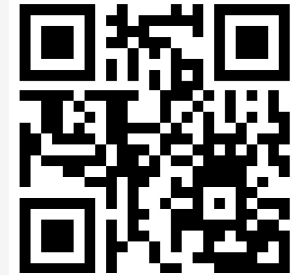
MyPay Functions

See additional attachments for instruction documents and below for links to videos

MyPay Portal – Site tour



Banked Pay



Add/Update Bank, Tax & Super



Online Timesheet – Simple



Online Timesheet – Allowances

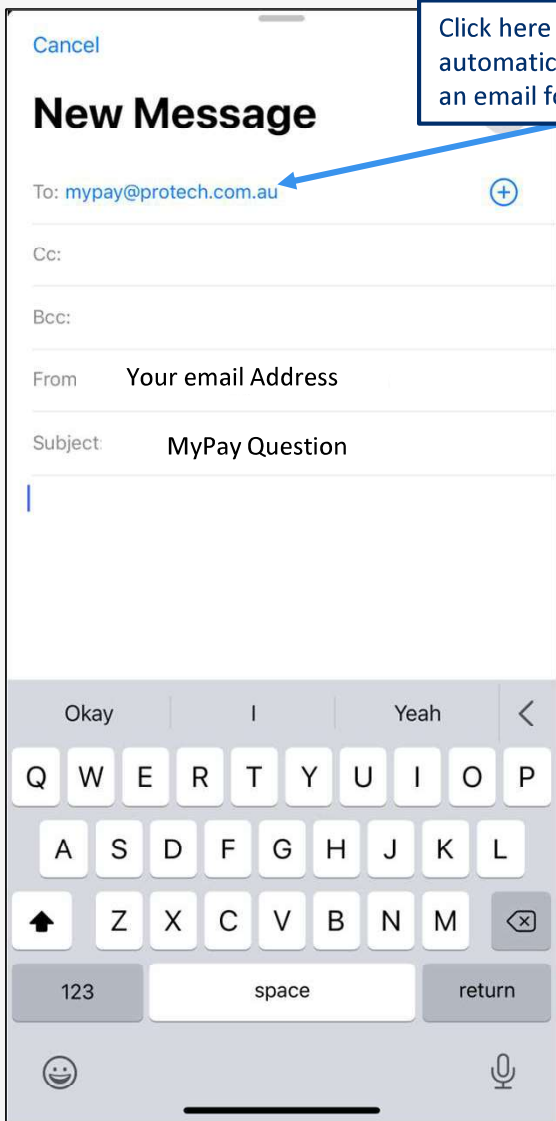


MYPAY HELPDESK

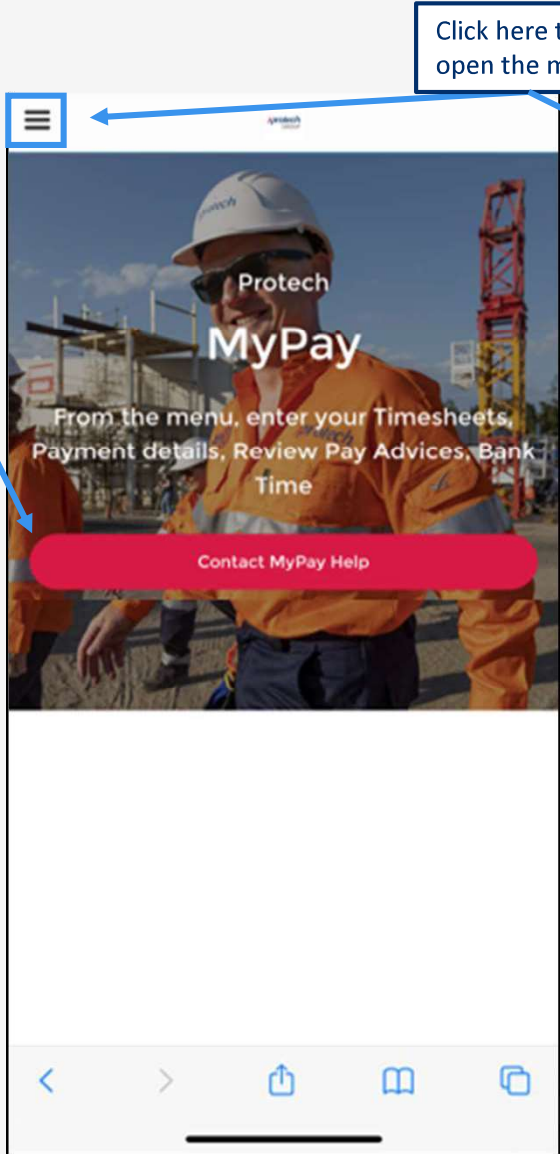
EMAIL: mypay@protech.com.au CALL: 1800 477 683 (option 2)



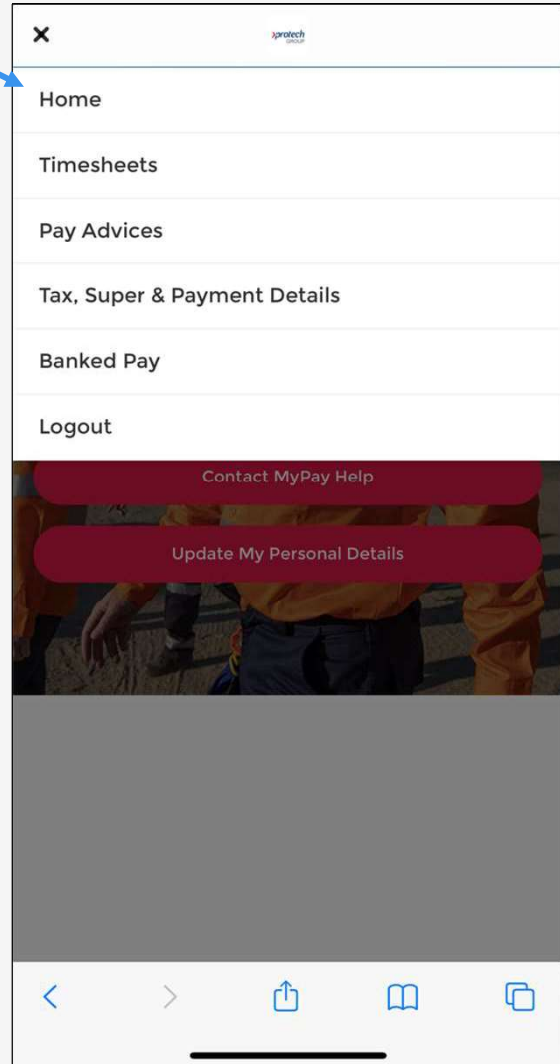
MyPay Portal Home Page



Click here to automatically open an email for queries.

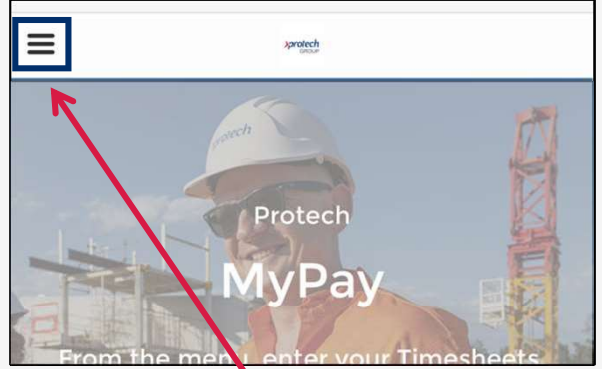


Click here to open the menu.

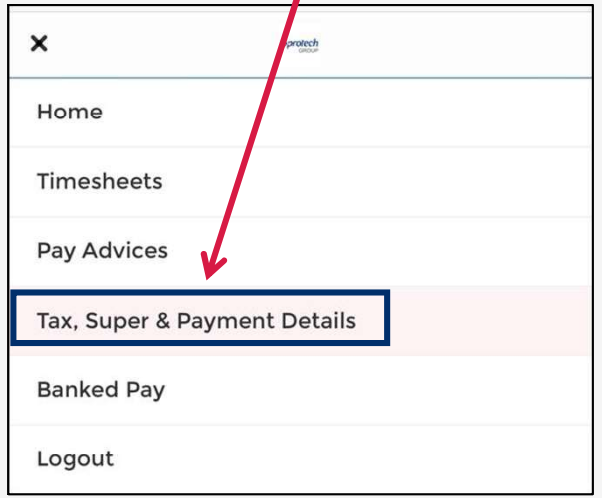




Add Payment Details
1 – Tax File Number



1
Click on the **menu** link and choose **Tax, Super and Payment Details** option.



TFN Details Super Details Payment D...

Tax File Number declaration

• Do you have a Tax File Number (TFN)? ⓘ

Yes
 No

Next

2
Click **Yes** or **No** and then click **Next**. If you answer **No**, you must choose a reason for choosing **No**, and click **Next**.

3
When you click **Yes**, you will need to answer all questions, then click **Next**.

TFN Details Super Details Payment D...

Tax File Number declaration

• Do you have a Tax File Number (TFN)? ⓘ

Yes
 No

Why are you not providing a Tax File Number? ⓘ

I have applied to the ATO for a new or existing TFN
 I am under 18 years of age and do not earn enough to pay tax
 I am in receipt of a pension, benefit or allowance

Next

TFN Details Super Details Payment D...

Tax File Number declaration

• Do you have a Tax File Number (TFN)? ⓘ

Yes
 No

What is your TFN?

123456789

• On what basis are you paid?

Full Time
 Part Time
 Labour Hire
 Superannuation Income Stream
 Casual

• Are you: ⓘ

An Australian resident for tax purposes
 A foreign resident for tax purposes
 A working holiday maker

• Do you want to claim the tax-free threshold from this payer? ⓘ

Yes
 No

• Do you have a Higher Education Loan Program (HELP), VET Student Loan (VSL), Financial Supplement (FS), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt? ⓘ

Yes
 No

• I declare that the information I have given is true and correct.

Yes

Next

4
When completed you will receive this **Success Notification**.





Add/Update Payment Details
3 – Payment Details

1

Choose the **Payment Details** tab, nominate how many accounts you would like to be paid into, then click **Next**. Note: You can only choose a maximum of 2 bank accounts.

TFN Details Super Details **Payment D...**

Bank Details
You can split your pay across up to 2 different bank accounts.

*How many bank accounts do you want us to deposit your pay into?

1

Next

If you choose to have your pay split between 2 accounts, you can split your pay either by a **fixed dollar** amount or a **percentage**.

2 For 1 Bank Account

Enter your **Bank Details** and click **Next**.

Bank Details
Enter New Details: Bank Account 1

*BSB
654321

*Account Number
987654321

*Account Name
Joe Blogs

This is your Balance account.

Next

3

Click **Next** on the confirmation screen.

TFN Details Super Details **Payment D...**

Bank Details
Your existing bank details are as follows:
BSB: 734115 Account: ****4321 Balance

Do you want to change your bank details?

Yes
 No

Next

4

When completed you will receive this **Success Notification**.

TFN Details Super Details **Payment D...**

Bank Details
Success! Your bank details have been updated successfully.

Finish

2 For 2 Bank Accounts

Enter your **Bank Details** for your first account and choose the **Distribution Type** and **amount**. Click **Next** to enter second bank account details. Click **Next**.

TFN Details Super Details **Payment D...**

Bank Details
Enter New Details: Bank Account 1

*BSB

*Account Number

*Account Name

*Distribution Type
Fixed Amount

*Fixed Amount

Next

3

Click **Next** on the confirmation screen.

TFN Details Super Details **Payment D...**

Bank Details
Your existing bank details are as follows:
BSB: 734115 Account: ****3456 Fixed Amount: \$200
BSB: 734115 Account: ****7654 Balance

Do you want to change your bank details?

Yes
 No

Next



Add/Update Payment Details
2 – Superannuation Details

TFN Details **Super Details** Payment D...

Superannuation Details

I would like to

- Upload supporting documents
- Change my membership number
- Change my superannuation fund

Next

1

Click on the **Super Details** tab, choose **Change my Superannuation Fund**, then click **Next**.

You will not need to use the other options when first entering your details but they can be used later when updating details.

2

Choose the appropriate option for your Super Fund and follow the instructions. To look up your fund, click in the **Super Fund Lookup** to bring up the search option.

Upload files if using a self managed fund.

Once all information is correct, click **Next**.

TFN Details **Super Details** Payment D...

Superannuation Details

I would like to

- Upload supporting documents
- Change my membership number
- Change my superannuation fund

This nomination will become effective on 22 June 2021

Select Superannuation Fund Type

- The APRA fund or retirement savings account (RSA) I nominate
- The self-managed super fund (SMSF) I nominate
- The super fund nominated by my employer

Superannuation Fund Lookup

SF-001439 X

* Member number

12345

Upload supporting documents

Upload Files

Next

Cancel Relate Payee Withholding To

Cbu

Show All Results for "Cbu" Q

Initial Results for "Cbu"

SF-001439
CBUS Superannuation, CONSTRUCTION & BUILDING UNIONS SUPERANNUATION FUND, CBU0100AU

Done

"Cbu" Cub Church

q w e r t y u i o p

a s d f g h j k l

z x c v b n m

123 space return

3

When completed you will receive this **Success Notification**.

TFN Details **Super Details** Payment D...

Superannuation Details

Success! Your supannuation details have been changed.

Finish

Timesheets

- This only applies to employees who use **online** timesheets
- Note that Timesheets section is best viewed in **landscape**.
- **Current timesheets** tab shows all timesheets that are not yet submitted or approved.
- Click **Edit** to add details
- Timesheets in the **Submitted** tab can be **resubmitted** if changes need to be made before they are approved.
- **Approved** timesheets can be viewed but not edited.

protech GROUP Timesheets Pay Advices Tax, Super & Payment Details Banked Pay Logou

Current Submitted Approved

Current Timesheets

Timesheet	Client	Assignm...	Start Date	End Date	Hours	
TS-000000...	PRDLT_CPB...	TESTDLT_C...	21/06/2021	27/06/2021	0	Edit
TS-000000...	PRDLT_CPB...	TESTDLT_C...	21/06/2021	27/06/2021	0	Edit
TS-000000...	PRDLT_CPB...	TESTDLT_C...	14/06/2021	20/06/2021	0	Edit

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07 Jun 2021 - 13 Jun 2021
Total Hours: 24.75

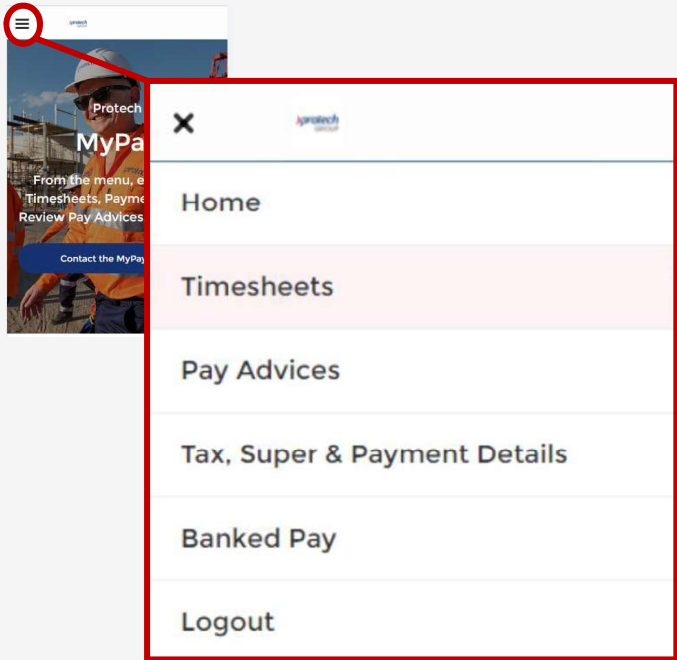
Resubmit

Are you sure you wish to resubmit your timesheet? If you select "Proceed", this timesheet will be recalled for you to make changes and will NOT be available to be approved and processed for payment until you submit it again

Cancel Resubmit

ENTRY DATE	STA					FOR THIS ENTRY	HOURS
Mon 07/06/2021	6:0						7.5
Tue 08/06/2021	7:0						9
Wed 09/06/2021	5:00:00 AM	1:15:00 PM	0	No	No break		8.25
Thu 10/06/2021	12:00:00 AM	12:00:00 AM	0	No	Day off		0

Submitting Online Timesheets



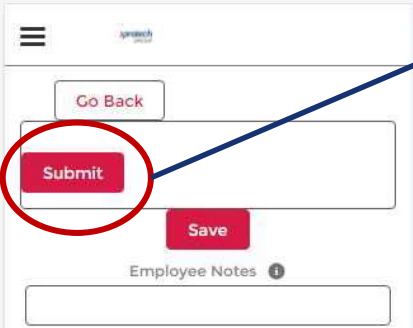
1. Log in to **Protech MyPay** and from the menu select **Timesheets**

2. Enter your times worked and break duration for each day

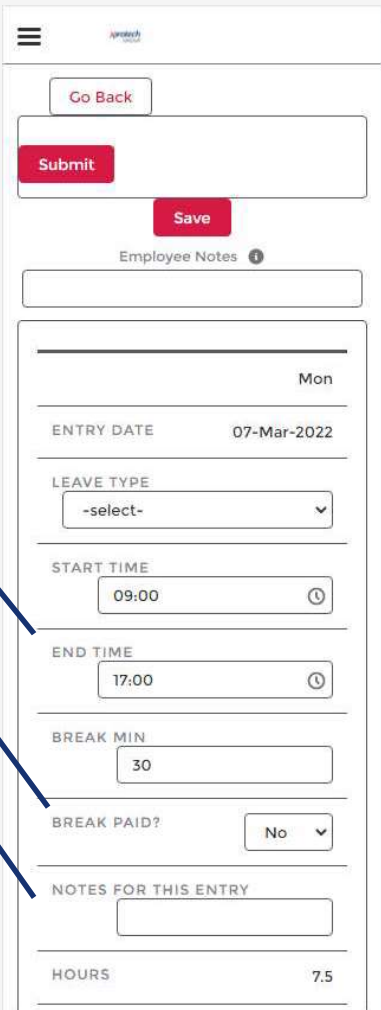
3. Are your meal breaks paid?

4. Add notes to your timesheet where necessary

5. Once completed, press **Submit**



Note:
Regularly save your timesheet as you are completing



You must have your timesheets in on time to ensure your pay is processed.

When should your Timesheet be received by us?

- **by 12pm Monday**
- On-line timesheets approved **by 5pm Monday**

If you have not submitted your timesheet, you will receive SMS reminders.

- 1st reminder 3pm Monday
- 2nd & Final reminder 10am Tuesday

If your timesheet is received too late, you will be contacted after 3pm Tuesday advising that you timesheet was late and will be paid next week.

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Home Timesheets **Pay Advices** More ▾

No Pay Advices available for viewing.

Pay Advice

Date Paid ▾	Period S... ▾	Period E... ▾	Gross Ea... ▾	Net Ear... ▾	Pay Adv... ▾
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- All Pay Advices will be stored in the Pay Advice tab
- The page shows a summary of pay advices
- Individual pay advices can be opened to see details
- See next page for new pay advice sample



Protech Personnel (NQ) Pty Ltd
ABN: 36145085070

This is your unique identifier. Quote this if you need to contact MyPay helpdesk.

Current Period: 24/05/2021 - 30/05/2021
Payment Date: 02/06/2021

This is the Gross Earnings (Before Tax) for this payslip.

Payroll Id: 000331
Total Earnings: 1196.24
Total Net: 966.24

Jon Smith
1 Street Name
City STATE Postcode
Australia

Pay Code

Non-Taxable Payments

Taxable Payments

Night Shift (50%)
Time + Half

Travel - Daily

TESTDLT_CW1d Civil Trainee - Labourer - PRDLT_CPB BAM Ghela UGL Joint Venture
Ordinary Time

Pre-Tax Deductions

PAYG Withholding

PAYG

Post-Tax Deductions

Employer Superannuation

Superannuation

Expenses Reimbursements

	Current Period			Prior Period(s)			Year to Date Total
	Units	Rate	Total	Units	Rate	Total	
Non-Taxable Payments							
Taxable Payments							
Night Shift (50%)							598.12
Time + Half							434.42
Travel - Daily							360.00
TESTDLT_CW1d Civil Trainee - Labourer - PRDLT_CPB BAM Ghela UGL Joint Venture Ordinary Time	38.00000	31.48000	1196.24				12255.16
Pre-Tax Deductions							
PAYG Withholding							
PAYG			230.00				2706.00
Post-Tax Deductions							
Employer Superannuation							
Superannuation			113.64				1255.23
Expenses Reimbursements							

Current Period, Prior Period and Year to Date are now shown in vertical columns.

Net Pay Distribution

Account Name Account Number BSB Value
Employee Name XXXXXXXX XXXXXX 966.24

Superannuation Distribution

Fund Name Member Number Amount
CONSTRUCTION & BUILDING UNIONS SUPERANNUATION FUND XXXXXXXX 113.64

Leave Balances

Leave Rule Balance (hours) Balance (days)
Annual leave 4 wks + LL 17.5% 95.909198

Only displayed where applicable

Banked Pay

1 If employee does not have banked pay set up, they can contact MyPay.

You are not currently eligible to participate in the banked time program.

Finish

3 You will receive this conformation to let you know the request is successful.

SUCCESS! Your **Bank Pay** request has been successfully processed.

Finish

2 Choose Bank Pay or Cash Out from drop down
Choose amount, click Next

Current Banked Balance: \$0.00

* I would like to ⁱ

Bank Pay

* Amount ⁱ

0.00

Next

4 On the next log in, current balance and pending balance will be visible.

Current Banked Balance: \$0.00

Pending (Not Banked Yet): \$200.00

* I would like to ⁱ

Bank Pay

* Amount ⁱ

0.00

Next



Scan this code to
watch a video
demonstration for
managing Banked Pay